

IT/Technical consultant formal appointment

Subject: Technical Consultant Appointment - [System/Technology Focus]

Dear [Consultant Name],

We are pleased to confirm your appointment as Technical Consultant for our [specific technology/system] implementation project. Your deep expertise in [technical area] and proven track record with similar implementations make you invaluable to this initiative.

Technical Scope:

- System analysis and recommendations
- Architecture design and documentation
- Implementation oversight and testing
- Team training and knowledge transfer

The engagement period is [duration] with potential for extension based on project phases. Your daily rate of [amount] reflects the specialized nature of this work.

You'll be working closely with our IT team and have full access to necessary systems and documentation. Please complete the attached security clearance forms before your start date of [date].

Looking forward to leveraging your technical expertise for project success.

Best regards,

[Name]

IT Director

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